



City of SeaTac 2003 Comprehensive Plan Amendment Packet

APPLICATION INSTRUCTIONS

Proposed amendments to the Comprehensive Plan, including Subarea Plans, may be submitted by any person, including citizens, property owners, neighboring jurisdictions, City staff, and City officials. Proposed amendments to the SeaTac Comprehensive Plan shall be compiled and reviewed on an annual basis according to the procedures authorized by the SeaTac City Council in Resolution 97-001. The Comprehensive Plan Amendment Procedures are available for review from the SeaTac Department of Planning and Community Development.

Process: Anyone wishing to propose amendments to the Comprehensive Plan will need to submit an official 2003 Comprehensive Plan Amendment Application form, attached, or available at the SeaTac Department of Planning and Community Development. All complete applications will be reviewed as part of the “preliminary docket” process. Applications that satisfy preliminary criteria, as determined by the City’s Planning Commission and the Land Use and Parks (LUP) Council Committee, will be reviewed under the “final docket” process.

Application Deadline: Friday, May 16, 2003

Application Fee: None

Application Requirements: All applications must be clearly and completely filled out. Incomplete applications will not be processed. The application contains questions that require written responses. Additional sheets may be attached if necessary to fully respond to any question. City Staff are available to provide assistance and answer questions about the application process.

Additional information may be required at applicant’s expense to complete the application. Such information may include, but is not limited to:

- Mailing labels of property owners of affected and adjacent properties within 1,000 feet (for Land Use Plan Map amendments only)
- Property posting (for Land Use Plan Map amendments only)

If such information is required, the applicant will be notified by the Department of Planning and Community Development regarding the type of information required and the deadline for submittal.

Assistance Available: Please contact Mike Scarey (m scarey@ci.seatac.wa.us) or Brian Galloway (bgalloway@ci.seatac.wa.us) of the SeaTac Department of Planning and Community Development (206) 973-4830, TDD (206) 973-4808 if you have any questions.



**City of SeaTac
2003
Comprehensive Plan Amendment
APPLICATION**

I. Applicant Information

Name: _____

Address: _____

**Daytime
Phone:** _____

Date: _____

II. Proposed Amendment

A. What is the purpose of your proposed amendment? (Describe in general terms what the proposed amendment is intended to accomplish.)

B. What specific changes are you proposing? (List specific changes proposed for elements of the Comprehensive Plan, referencing pages and sections to be amended, if known.)

C. For Land Use Plan Map proposals only:

1. Attach a map of the area proposed for change.

2. Describe the desired Comprehensive Plan designation:

3. Describe what type of development is envisioned for the area proposed for change:

4. Describe existing surrounding land uses (you may attach a map, if necessary):

5. Describe the desired future zoning:

D. How will your proposal affect transportation and utility systems?

For Land Use Plan Map proposals only: describe how the property is or is planned to be served by sewer, water and roads (attach copies of documents from service providers regarding available or planned services, if any):

E. Is your proposal based upon new information or changed circumstances since adoption of the Comprehensive Plan or any subsequent amendments? (check one)

☐ Yes ☐ No

If the answer to the above is Yes, describe what new information or changed circumstances should be considered:

F. Was your proposal submitted in either of the previous two calendar years? (check one)

☐ Yes ☐ No

If the answer to the above is Yes:

1. When was the proposal submitted?

2. Have conditions changed substantially since the previous submittal?

☐ Yes ☐ No

If the answer to the above is Yes, describe how conditions have changed:

3. Has your proposal changed since the previous submittal?

☐ Yes ☐ No

If the answer to the above is Yes, describe how your proposal has changed:

4. Was your proposal eliminated due to incomplete information in either of the two previous years?

☐ Yes ☐ No

G. How will your proposal benefit the community?

H. How does your proposal support the goals and policies set out in the Comprehensive Plan?

I. How will your proposal affect the following elements of the Comprehensive Plan (describe both positive and negative impacts and any measures you are taking to mitigate negative impacts):

1. Housing

2. Parks

3. Environmental Features

J. If your proposal would create pressure to change the designations of other properties, describe how these changes would be in the interest of the neighborhood, city and region.

K. For Land Use Plan Map proposals only:

1. Is the property physically suited for the anticipated development? Attach a completed environmental checklist (available at no cost from the Department of Planning and Community Development).

2. Are you the sole property owner or legal representative for the area where the map amendment is being suggested?

☐ Yes ☐ No

If the answer to the above is Yes, attach proof of ownership.

If the answer to the above is No:

- a) Indicate the portion of the area you own or represent by map, Parcel Number, or address:

- b) State your interest in the subject property:

- c) Complete the affidavit certifying that the affected property owners have been notified of your proposed change (available from the Department of Planning and Community Development), and submit any supporting documentation (such as letters or petitions) from property owners regarding the proposed change.

III. Signature

I, the undersigned, do hereby certify that the above answers are true and complete to the best of my knowledge. I understand that additional information may be required at my expense in order to complete review of the proposed amendment.

Signature: _____

Date Submitted: _____

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